

7 January 1970

PROJECT: STAFFING

SUBJECT: Position Descriptions

Position Management Control Division (PMCD), O/P, currently maintains a position description of the majority of positions within the Agency. The position description indicates the exact duties that are accomplished by the incumbent of a position.

Position Descriptions are utilized by Salary & Wage Officers when reclassifying/upgrading a position. Unfortunately, many of the position descriptions are not up-to-date due to the lack of manpower within PMCD to periodically audit all the Agency positions.

The following methods are utilized for filing position descriptions by PMCD.

1. Scientific and Clandestine Services Branch files position descriptions for DDP, DDS&T, and the Office of Commo in a Kardex file.
2. Intelligence and Support Branch files position descriptions for Office of the Director, DDI, and DDS (with the exception of the Office of Commo) in individual folders.
3. All position descriptions are also cross-filed under occupational groupings, i.e. all computer-related position descriptions are filed together. This filing is in accordance with Civil Service General Schedule #1 Item 7 dated 15 Dec 1967. This particular file is very seldom used, but is kept so the Agency will conform to Civil Service Regulations as much as possible.

Position descriptions are not archived, but retained for a 5-year period when a position is abolished.

PMCD is the only office currently utilizing position descriptions and does not appear overly enthusiastic in maintaining a current consolidated filing system on all position descriptions, consequently it is recommended that no further action be taken at this time.



Group Leader/HRS

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